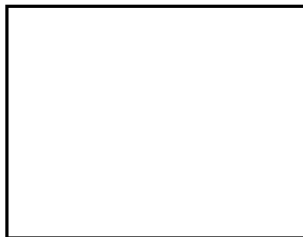


FILED:  
RETURN TO  
RECORDS MANAGEMENT DIVISION  
2 December 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Area Reports Management  
Officers

1. The following area Reports Management Officers met  
with me today:



Office of Logistics  
Office of Security  
Office of Security  
Office of Training  
Office of Communications  
Office of the Comptroller  
Office of the Comptroller

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[Redacted] Office of  
Personnel, were invited but could not attend because of  
other commitments.

2. The following measures for controlling reporting were  
concurrent in:

a. Submission of all proposed requirements for new  
reports through a central coordinating party who would  
represent the DD/S. Such a party will ensure that pro-  
posed requirements are valid by seeing to it that the  
necessity for reports and the manner of their prepara-  
tion are discussed jointly by the Reports Management  
Officers of the Offices concerned. If there is dis-  
agreement between the area Reports Management Officers,  
the central coordinating party will present the facts  
to the DD/S for his determination.

b. Assignment of reports control symbols to inter-  
Office reports by the central coordinating party.  
Reports control symbols for intra-Office reports will be  
assigned by the Reports Management Officers.

c. Publication of a consolidated list of inter-  
Office reports by the central coordinating body. Area  
Reports Management Officers will publish lists of intra-  
Office reports.

d. Inclusion of Machine Records Division reports in the DD/S reports control system.

e. Publication of a DD/S regulation providing for the control measures cited above. I will begin a draft of this regulation immediately for review by area Reports Management Officers.

f. Publication of an operating manual for area Reports Management Officers. The present guide "Operating an Area Reports Management Program" will have to be revised slightly to describe the role of the central coordinating party.

3. The group assumed that someone from the Records Management Staff would serve as the central coordinating party.



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TRANSMITTAL SLIP	
<div style="text-align: right;">12-21 (Date)</div>	
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No.	
REMARKS:	
<p>In view of the support expected from RMS, we've got to reappraise both of my programs to see where I should concentrate my efforts -- unless I can grow another head.</p>	
FROM:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
BUILDING	ON

FORM NO. 36-8  
SEP 1946